

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF FLORIDA**

**ELECTRONIC CASE FILING SYSTEM  
LIMITED PARTICIPANT REGISTRATION FORM**

This form is to be used to register for **limited filing privileges** on the court's Electronic Case Filing System. Limited filing privileges shall include the authorization to file notices of appearance, proofs of claim, transfer of claim and other claim related matters. The following information is required for CM/ECF registration and will be used only for that purpose. The information will be kept confidential. Additional privileges may be added at the discretion of the Clerk. **PLEASE NOTE:** As a limited filer you **will not automatically receive electronic notices**. If you require e-mail notification on cases for which you are involved, you should obtain an outside the district attorney login by completing the appropriate registration form ([www.flmb.uscourts.gov/documents/cmecf/registered.pdf](http://www.flmb.uscourts.gov/documents/cmecf/registered.pdf)) **or** add the case numbers to your user account (Maintain Your ECF Account/Email Information/Send notices in these additional cases).

Name: \_\_\_\_\_

Firm/Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

In order to qualify for an ECF account, an attorney or non-attorney who is registering to file, assign, transfer or withdraw Proofs of Claim or file Reaffirmation Agreements must certify that he/she meets **one** of the following conditions. **Please check the applicable box(es).**

- ☐ I am presently registered as an ECF participant in another United States Bankruptcy Court with either full ECF privileges or limited use privileges to file, assign, transfer or withdraw Proofs of Claims or file Reaffirmation Agreements. Please identify the state(s) and district(s) in which you are already certified to file electronically.

\_\_\_\_\_  
\_\_\_\_\_

- ☐ I have read the Middle District of Florida's Electronic Case Filing (ECF) Creditor/Claimant Filer Guide, Administrative Order FLMB 2003-4 and have completed the on-line web-based tutorial located on the court's CM/ECF page located at [www.flmb.uscourts.gov](http://www.flmb.uscourts.gov).

By submitting this registration form, I agree to abide by the following rules:

1. Pursuant to Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) filed with the court shall be signed by at least one attorney of record or by the party filing the pleading if not represented by an attorney. The unique password issued to a user registered to use the ECF system identifies that user to the court each time that the user logs on to the ECF system. The use of a user's password serves as and constitutes the signature of the user for purposes of Bankruptcy Rule 9011 on any document or pleading filed electronically.
2. The user must protect and secure the password issued by the court. If any reason exists to suspect the password has been compromised in any way, it is the duty and responsibility of the user to notify the clerk of court immediately. The clerk will immediately delete that password from the electronic filing system and issue a new password.

Please check the method you would like to receive your login and password.

- |   |
|---|
| <input type="checkbox"/> Send my login and password via first-class mail to the address provided above. |
| <input type="checkbox"/> Send my login and password via E-mail to the E-mail address provided above.    |

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

Mail this completed form to the Bankruptcy Court, Middle District of Florida. Connie Delamater, CM/ECF Administrator, will provide a login and password to the Training database so you can complete the connectivity exercise. The mailing address is:

US Bankruptcy Court  
Middle District of Florida  
Attn: Connie Delamater  
801 N. Florida Ave., Suite 727  
Tampa FL. 33602-3899

## SYSTEM READINESS SURVEY

1) Do you have a Pentium class personal computer running a standard platform such as Windows 95, 98, ME, 2000, XP with at least 128 MB of RAM?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Do you know how to use Windows-based word processing software such as Corel WordPerfect or Microsoft Word?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3) Do you know how to use your office e-mail system? Specifically, can you: Use e-mail to create and send documents Send e-mail with attached documents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
4) Do you have Internet access? If yes, is your access via Cable modem, DSL, (Digital Subscriber Line), ISDN (Integrated Services Digital Network), T1 line or Dial-up modem? _____  <i>Standard Dial-up modem access (56 K Speed) is not recommended because it's connectivity speed from the Internet to the CM/ECF system is very slow when downloading/uploading files from the server.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Do you know how to access the Internet using an Internet browser such as Microsoft Internet Explorer or Netscape Navigator?  <i>We recommend Internet Explorer (IE) 5.5, IE 6.0 or Netscape Navigator version 4.6 or 4.7.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) Do you have specific Internet browser knowledge of the following: Use Forward and Back button Click on check boxes using a mouse Typing in text boxes Downloading files Printing documents Using hyperlinks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
7) Do you know how to read Portable Document Format (PDF) using Adobe Acrobat Reader software?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8) Do you have software to convert documents from word processor format to portable document format (PDF)?  <i>Acrobat Writer as well as some other word processing programs can convert documents. Acrobat Writer 5.0 and earlier version, 3.X, 4.X meet the CM/ECF filing requirements. Adobe can be contacted at 1-888-724-4508. For viewing documents: only Adobe Acrobat Reader is needed.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9) Do you have a scanner?  <i>We recommend a scanner equipped with an automatic document feeder for faster scanning of multiple page documents?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No